

# Regents Student Excel File Specifications for Non-pubs and Charters June 2026

This file is used to preprint Regents answer sheets with student information.

## **File Requirements:**

- There should be one record for each exam taken by a student. For example, if a student is taking Algebra I CC and Global History, there should be two entries in the spreadsheet.
- The first row of the file is a header row and must not be changed.
- **Required fields are marked with an “\*”;** all others are optional. CourseSection and/or TeacherName are optional but should be filled in if you want to sort printed answer sheets by these fields.
- Use the State Course/Code chart below to determine the ‘Regents State Course Code’ value.

## **Student File Layout**

<b>Field Name</b>	<b>Description</b>	<b>Example</b>
* <b>School Name</b>	School Name or Student’s Home District	“Aquinas HS” or “Greece”
Location Code	Leave blank	
School Year End Date	The last day of the school year	“2026-06-30”
Exam Month	Exam month	“Jan”, “Jun”, “Aug”
* <b>StudentID</b>	Student ID (9 digits so need leading zeros)	“012345678”
* <b>LastName</b>	* Student Last Name	“Smith”
* <b>FirstName</b>	* Student First Name	“John”
* <b>GradeLevel</b>	Grade Level (2 digits so need leading zero)	“09”
CourseSection	Course Section: Include if sort is by course section.	“GL001”, “0075-1”
TeacherName	Teacher name: Include if sort is by teacher	“Black, Joe”
* <b>Regents State Course Code</b>	The state course code of the exam being taken	“04052”, “02050”
District Name	Not used. Leave blank.	
School	Not used. Leave blank.	

## **State Course Code Chart**

<b>Course Code</b>	<b>State Course Code Name</b>	<b>Associated Regents Exam</b>
01003	English/Language Arts	ELA
02050	Algebra I	Algebra I
02072	Geometry	Geometry
02056	Algebra II	Algebra II
03001	Earth Science	Earth Science
03051	Biology	Living Environment
03101	Physical Setting/Chemistry	Chemistry
03151	Physical Setting/Physics	Physics
04101	U.S. History and Government	U.S. History & Government
04052	Global History and Geography	Global History and Geography
03008	Earth & Space Sciences	Earth & Space Sciences
03050	Life Science/Biology	Life Science/Biology
03120	Chemistry (NEW)	Chemistry (NEW)
03170	Physics (NEW)	Physics (NEW)